

GUELPH ENGINEERING SOCIETY
POLICY MANUAL: OFFICER JOB DESCRIPTIONS

Adopted 2017-11-15

Ratified by Council 2018-01-15

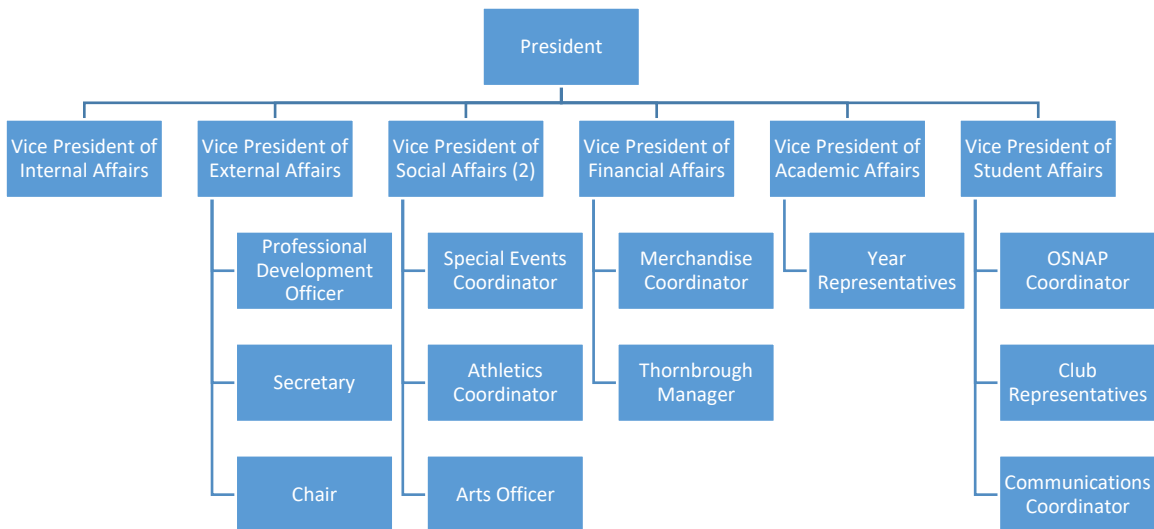
Amended 2018-03-21

1. Policy Manual:

- a. This Policy Manual shall contain policies regarding the roles and responsibilities of Officers of Council.

2. Leadership Tree:

- a. The following Leadership Tree shall be used as a reference for which positions are responsible to which Executive Officer:



3. General Officer Responsibilities:

- a. Each council member must:
 - i. act as Primary Organizer for at least one event per year,
 - ii. be drafted as an event volunteer as needed, in the following order of precedence:
 - 1. Year Representatives (first through fifth),

2. Vice President of Social Affairs
 3. General Officers
 4. External Officers
 5. Vice Presidents
 6. President
- iii. write a year-end report explaining how to perform all duties required of the position, including what went well and what should be changed,
 - iv. participate in Engineering Society events when possible,
 - v. act in the best interest of the Engineering Society,
 - vi. maintain their position-specific folder on the Engineering Society drive and ensure it is updated with all relevant working files throughout the year,
 - vii. sit for two office hours per week, as required, and,
 - viii. follow the University of Guelph Risk Management policies at all times.

4. Executive Officer Responsibilities:

- a. Executive Officers must act as the leader of their respective teams within Council as described in the Leadership Tree, including:
 - i. meeting with their team members as required,
 - ii. acting as the primary source of help to their team members,
 - iii. providing team members with feedback and suggestions as required,
 - iv. delegate tasks related to their position, and,
 - v. meet with their team members at least once every month.
- b. Executive Officers must attend a weekly or biweekly Executive Meeting chaired by the President.

5. Event Organization Responsibilities:

- a. When running an event, the Event Organizer must:
 - i. prepare a budget for approval by Council at least one week prior to running the event,
 - ii. provide a financial accounting of the event no more than one week after the end of the event, and,
 - iii. prepare a detailed debriefing of the event, including a report on the operation of the event, its successes, failures, and concerns.

- b. During all event proceedings, the University of Guelph Student Risk Management Policy must be followed.

6. Responsibilities of the President:

- a. The President shall serve as the primary representative of the members of the Society and the Council.
- b. The President shall also serve as the overseer of all general matters related to the Society.
- c. The President shall have direct responsibility and authority over the following elements of the Society:
 - i. the entire Society, acting as the primary representative, and,
 - ii. the executive officers of the society.
- d. The President shall also:
 - i. act as the official representative and spokesperson for the Society,
 - ii. represent students during town hall meetings, faculty council meetings, times of student concern, on the School of Engineering Planning Committee, at the CEPS Student Council, on the December 6th Memorial Committee, and at alumni events,
 - iii. ensure that every Society position is discharged with efficiency and integrity,
 - iv. have cheque co-signing authority on the General Account, along with the Vice President of Internal Affairs and the Vice President of Financial Affairs,
 - v. ensure all events sponsored by the Society follow Student Risk Management policies,
 - vi. coordinate a year-end report, also known as the transition report, on the operations of Council, including receiving contributions from each member of Council,
 - vii. ensure that the year-end report is distributed to newly-elected Council Members no later than one month after reports have been collected from outgoing Council Members,
 - viii. represent the Society at the local Professional Engineers Ontario chapter in the event that the Vice President of External Affairs is unable to attend,

- ix. provide Council Members with a positive reference upon satisfactory completion of their duties,
- x. ensure all School of Engineering committees have adequate student representation, including assigning two representatives to the Faculty Council, the Curriculum Committee, and the Program Committee.
- xi. provide Executive Officers with private feedback and suggestions regarding their performance at the midpoint of each semester,
- xii. organize a Town Hall meeting each semester with the Dean, Director, and students, sending a report to the student body should the meeting not be held, and,
- xiii. run and chair a bi-weekly executive meeting, and,
- xiv. act as the liaison between the Society and the Co-operative Education & Career Services department, and other career-related services on campus, and,
- xv. administer the Engineering Society Scholarship and ensure its sustainability, by ensuring the availability of funding, and meeting with Alumni Affairs representatives at least once a semester to solicit suggestions on how the scholarship can be improved

7. Responsibilities of the Vice President of Internal Affairs:

- a. The Vice President of Internal Affairs (VP Internal) shall be in charge of maintaining the integrity of the constitution and policy manuals, ensuring both that the Society abides by all relevant constitutional documents, and that the documents are maintained and updated regularly.
- b. The VP Internal shall also be responsible for the operation and maintenance of the Engineering Equipment Fund (also known as Lab Fund) and the Engineering Endowment Fund.
- c. The VP Internal shall have direct responsibility and authority over the following elements of the Society:
 - i. the Electoral Committee, acting as Chief Electoral Officer,
 - ii. the Constitutional Advancement Committee, acting as its chair,
 - iii. the Lab Fund Committee, acting as its chair.
- d. The VP Internal shall also:
 - i. assist the President in the execution of his/her duties,

- ii. have cheque co-signing authority on the General Account, along with the President and the Vice President of Financial Affairs,
- iii. act as the Chief Electoral Officer, ensuring that elections are conducted as outlined in the Constitution,
- iv. review and propose changes to the Constitution with the assistance of the Constitutional Advancement Committee,
- v. act as the chairperson for the Engineering Equipment Fund committee, ensuring that the fund is properly administered according to the Constitution of the Engineering Equipment Fund,
- vi. be responsible for all Society files that are considered Internal to the School of Engineering,
- vii. be responsible for conducting and chairing the Society's Semi-Annual General Meeting, once in the fall semester and once in the winter semester,
- viii. act as a moderator for the undergraduate engineering listserv,
- ix. track Lab Fund purchases to ensure the equipment reaches its designated caretaker after use, and,
- x. ensure the following awards are voted on and distributed to deserving recipients:
 - 1. Bill James Award
 - 2. Male Athlete of the Year
 - 3. Female Athlete of the Year
 - 4. Gordon F. Morton Award
 - 5. Golden Peter Award
 - 6. Scott A. Robertson Award
 - 7. EngSoc Most Valuable Person Award
 - 8. Bill Verspagen Award
 - 9. Class of the Ass, and,
- xi. make Lab Fund financial information available to any undergraduate student within 10 days upon request.

8. Responsibilities of the Vice President of External Affairs:

- a. The Vice President of External Affairs (VP External) shall be responsible for the day-to-day representation of the Engineering Society to all bodies considered external to the University of Guelph.
- b. The VP External shall also act as conference coordinator and be responsible for all matters involving conferences.
- c. The VP External shall have direct responsibility and authority over the following elements of the Society:
 - i. the Delegation Selection Committee, acting as Conference Coordinator,
 - ii. the Guelph Engineering Competition, overseeing the Guelph Engineering Competition Commissioner,
 - iii. the Secretary, Chair, and Professional Development Manager.
- d. The VP External shall also:
 - i. assist the President in the execution of his/her duties,
 - ii. select delegates for the CFES conference, along with the Delegation Selection Committee, which shall consist of three or more non-attending members of the Council.
 - iii. select delegates for other conferences, with assistance from Council as necessary,
 - iv. submit to Council a report or series of reports on all Society-sponsored conferences, which shall be made available on the Engineering Society website,
 - v. act as the contact person regarding all CFR form submissions,
 - vi. ensure all sponsored conference delegates submit a report to Council,
 - vii. oversee the Guelph Engineering Competition (GEC), following primarily the model of the Ontario Engineering Competition and the Canadian Engineering Competition,
 - viii. assist the Commissioner of the Engineering Competition with the execution of the Competition, as well as the organization and registration with the Ontario Engineering Competition and Canadian Engineering Competition as required,
 - ix. be responsible for obtaining any relevant external information and delivering it to the members of the Society,
 - x. be responsible for acquiring financial support from external sources for conferences, and,

- xi. prepare a budget for travel and conference fees for all conferences throughout the year, estimating costs based on previous fees, conference locations and an estimation of the number of delegates attending, which shall be delivered to the Vice President of Financial Affairs prior to August 1st of the Council term.

9. Responsibilities of the Vice Presidents of Social Affairs:

- a. The Vice Presidents of Social Affairs (VPs Social) shall serve as the overseers of all events run by the Guelph Engineering Society that are deemed social by nature.
- b. The VPs Social shall ensure all events are run smoothly, safely, and abide by all University of Guelph Student Risk Management policies.
- c. The VPs Social shall have direct responsibility and authority over the following elements of the Society:
 - i. O-Week including Big Buddies and all other O-Week volunteers,
 - ii. Corn Roast and the Corn Roast volunteers,
 - iii. the Engineering Banquet and the Banquet Committee,
 - iv. the Special Events Coordinators, Athletics Coordinator and Arts Officer.
- d. The VPs Social shall also:
 - i. make all arrangements for the social functions sponsored by the Society,
 - ii. be responsible for issuing event tickets,
 - iii. assist the OSNAP Coordinator with the creation of the Frosh Handbook and the Merchandise Coordinator with the creation of Frosh Kits, and,
 - iv. ensure, with the highest priority, that the Traditions of Guelph Engineering are recorded and upheld from year to year.

10. Responsibilities of the Vice President of Financial Affairs:

- a. The Vice President of Financial Affairs (VP Finance) shall serve as the primary financial officer of the Society and act as primary authority on all finances of the Society.
- b. The VP Finance shall have direct responsibility and authority over the following elements of the society:
 - i. the Merchandise Coordinator and Thornbrough Manager.
- c. The VP Finance shall also:

- i. ensure that all bills sanctioned by Council are paid,
- ii. have primary cheque co-signing authority along with the President and the Vice President of Internal Affairs on the General Account and Publications Account,
- iii. keep financial documentation and maintain any other records as necessary, including but not limited to cheque documentation, expense reports, actual spending, monthly till balances, to be made available to any undergraduate student within 10 days upon request,
- iv. receive all subscriptions and hold all funds for the Society,
- v. prepare a budget, with the help of the President, Vice President of External Affairs, and Vice Presidents of Social Affairs, for Council approval, no later than two weeks after approval,
- vi. submit the aforementioned budget to the CEPS Student Council within one week of approval by Council,
- vii. maintain the required float for the beginning of each semester,
- viii. keep an accurate account of each year's graduation fund,
- ix. ensure that the Council adheres to all financial practices outlined in the Constitution,
- x. train all incoming Council Members on cash handling procedures,
- xi. make reports to Council from time to time regarding the financial state of the Society, and,
- xii. at the final meeting of each semester, present the initial budget and actual spending throughout the semester.
- xiii. ensure that any money transferred from the Society in any form other than signed cheque be accompanied by a completed Money Transfer Form, which can be found in the Policy Manual: Cash Handling Procedures, and,
- xiv. invoice any debt owed to the Society within five (5) business days of the debt, using net-30 day terms.

11. Responsibilities of the Vice President of Academic Affairs:

- a. The Vice President of Academic Affairs (VP Academic) shall represent the Society and its members to the Faculty of Engineering and the College of Engineering and Physical Sciences on all academic and curricular matters.

- b. The VP Academic shall act to enhance the quality of education delivered to all Guelph Engineering students.
- c. The VP Academic shall have direct responsibility and authority over the following elements of the Society:
 - i. the Year Representatives.
- d. The VP Academic shall also:
 - i. assist the President in the execution of his/her duties,
 - ii. act as the official ombudsperson for any and all academic concerns that any undergraduate engineering students have, and to do so in confidence if requested by the student(s) or the Council,
 - iii. actively investigate educational and academic issues for undergraduate engineering students,
 - iv. represent the Society to the Faculty Council on all academic and curricular matters,
 - v. be aware of, and discuss, relevant accreditation issues and represent the undergraduate engineering students at any accreditation visits,
 - vi. liaise with the student senate representatives in regards to relevant academic concerns,
 - vii. liaise with the School of Engineering Ad-Hoc Committee,
 - viii. organize at least one short course each semester that enhances student learning,
 - ix. assist the Vice President of Internal Affairs with Lab Fund,
 - x. be responsible for maintaining the academic feedback box and bringing suggestions to faculty and curriculum meetings,
 - xi. update Council when needed with a summary of recent faculty meetings, progress, or changes under discussion, and,
 - xii. hold the Year Representatives accountable for their actions.

12. Responsibilities of the Vice President of Student Affairs:

- a. The Vice President of Student Experience Affairs (VP Student Affairs) shall be responsible for the connection between the members of the Society and the Council.
- b. The VP Student Affairs shall also be responsible for marketing the services provided by the Society and its members.

- c. The VP Student Affairs shall have direct responsibility and authority over the following elements of the Society:
 - i. all Engineering Clubs accredited by the Society, and,
 - ii. the OSNAP Coordinator and the Communications Coordinator
- d. The VP Student Affairs shall also:
 - i. facilitate and organize separate meetings with club representatives,
 - ii. create any student feedback surveys when needed, deciding on the survey topic and ensuring that any survey is conducted in the best interest of the School,
 - iii. ensure the Society provides all necessary support to clubs,
 - iv. communicate opportunities for club involvement to engineering students,
 - v. maintain a working relationship with the Leadership, Education, and Development Advisor, in the Office of Student Affairs at the University of Guelph,
 - vi. Maintain an itemized archive of all items requested from the Society by all accredited organizations, to be stored as an official Society document, and,
 - vii. attend the bi-weekly Web, Signage and Social Media committee meetings at the School of Engineering.

13. Responsibilities of the Year Representatives:

- a. Each Year Representative shall be responsible for representing and communicating the best interest of his/her respective class and discipline to the rest of the Society.
- b. Each Year Representative shall also be responsible for communicating all relevant non-confidential information shared within the Guelph Engineering Society to their respective class and discipline.
- c. Specifically, each Year Representative shall:
 - i. assist other officers in their duties as required,
 - ii. create a calendar of important deadlines, midterms and all other relevant class dates within two weeks of the start of the semester, for use for event timing planning by the Society,
 - iii. ensure all calendar information is added to the calendar on the Society's website,

- iv. meet with professors from their year to get and give feedback on student progress, and,
- v. join at least one committee within the Society and take on a project within the committee, as outlined below:
 - 1. First Year Representatives: Banquet, EnggPub, Garage Sale
 - 2. Second Year Representatives: Pizza Day, EnggPub
 - 3. Third Year Representatives: Corn Roast, Movember, Banquet
 - 4. Fourth Year Representatives: Grad Party, Coffee House, Iron Ring Ceremony
- d. The 4th Year Mechanical Engineering Representative shall attempt to do class announcements in classes taken by at least two different streams of mechanical engineering students.

14. Responsibilities of the Merchandise Coordinator:

- a. The Merchandise Coordinator shall be responsible for promoting the Guelph Engineering brand through merchandise.
- b. Specifically, the Merchandise Coordinator shall:
 - i. promote the sales of Guelph Engineering merchandise throughout the school,
 - ii. re-stock merchandise as stocks run low,
 - iii. manage clothing orders each semester,
 - iv. manage leather jacket sales,
 - v. ensure the proper distribution of all clothing orders,
 - vi. discontinue sales of unsuccessful merchandise,
 - vii. design and determine pricing for new forms of merchandise,
 - viii. document the inventory of merchandise, and,
 - ix. create and update a merchandise summary book, including prices and pictures of all merchandise, and,
 - x. run a garage sale, with the help of the first-year representatives, once per year

15. Responsibilities of the Special Events Coordinator:

- a. The Special Events Coordinator shall be responsible for organizing all charity events held by the Society.
- b. The Special Events Coordinator shall ensure that all collected funds and other donations are properly transferred to the appropriate charities.
- c. Specifically, the Special Events Coordinator shall:
 - i. act as the primary liaison with the College Royal Organizing committee,
 - ii. supervise the organization of the Teeter-Totter-a-Thon, any College Royal events, and any National Engineering Week events,
 - iii. annually organize Trick or Eat, Movember, and Pi Day events.
 - iv. organize and run, at least once per semester, the Blood Bus blood donation event.

16. Responsibilities of the Athletics Coordinator:

- a. The Athletics Coordinator shall be responsible for organizing all sporting events held by the Society.
- b. Specifically, the Athletics Coordinator shall:
 - i. organize sporting events, including but not limited to the bowling trip, curling tournament, and soccer tournament,
 - ii. organize intramural teams for each semester, in sports of the Society's interest,
 - iii. organize any inter-university engineering sporting event hosted by the society, such as the annual hockey or rugby tournaments,
 - iv. be responsible for any athletic equipment owned by the Society, including any lending of equipment as required,
 - v. assist the Vice Presidents of Social Affairs with the organization of sporting events during O-Week (in September) and Frost Week (in January), and,
 - vi. organize one new athletics event for the year.

17. Responsibilities of the Thornbrough Manager:

- a. The Thornbrough Manager shall be responsible for maintaining the Engineering Society office.
- b. The Thornbrough Manager shall maintain the Society equipment throughout Thornbrough, including but not limited to fridges and printers.

- c. Specifically, the Thornbrough Manager shall:
 - i. order all consumable office inventory, including printer toner, binding supplies, and paper,
 - ii. maintain the cleanliness and organization of the Society office,
 - iii. create a weekly microwave cleaning schedule, rotating through all Council members,
 - iv. join the School of Engineering Safety Committee,
 - v. develop and maintain an office inventory system,
 - vi. act as liaison between students and the School of Engineering Technical Support team as printer issues arise, and,
 - vii. monitor e-mails sent to the printers@guelphengsoc.com address, and,
 - viii. be responsible for organizing, maintaining, and managing the Society's office hour schedule.
 - ix. be responsible for sustainability initiatives, including but not limited to consulting for events to minimize waste production, encourage recycling in Thorn, inform the students and faculty of sustainability programs on campus, and consult with engineering clubs such as ESW and the Sustainability Office regarding sustainability matters, and,
 - x. be responsible for cleaning out lost and found items at the end of every exam period of the Fall and Winter semester, donating or properly disposing of items as required, and,
 - xi. for any item with known ownership in the Lost and Found, be responsible for communicating its location to the owner of the item."

18. Responsibilities of the Communications Coordinator:

- a. The Communications Coordinator shall be responsible for promotion of the Society, its events, and the services it offers.
- b. The Communications Coordinator shall also ensure that all printed material disseminated by the Society is non-offensive and in good taste.
- c. Specifically, the Communications Coordinator shall:
 - i. prepare a calendar of events for each month and make it available on the Society's website,
 - ii. ensure the Society's website is maintained and updated,

- iii. update links, documents, and contents to other websites as required, including but not limited to: current council members, engineering event pictures, events, connections to the University of Guelph website, connections to Engineering Clubs websites, Society meeting minutes, and governing documents,
- iv. be responsible for the publicity of engineering events through campus media, including the Ontarion, Peak, and CFRU; and local media, including radio, television, and newspaper.
- v. compose a weekly announcement e-mail to be sent to members, and,
- vi. act as moderator for the undergraduate listserv.

19. Responsibilities of the OSNAP Coordinator:

- a. The OSNAP Coordinator shall be responsible for publishing the School of Engineering student newspaper at least three times in the Fall Semester and four times in the Winter Semester."
- b. The OSNAP Coordinator is also responsible for ensuring article contributions are non-offensive and in good taste.
- c. Specifically, the OSNAP Coordinator shall:
 - i. lead and organize the OSNAP contributor team,
 - ii. ensure that all Council members write at least one article per year,
 - iii. communicate between the OSNAP contributor team and the Society, and,
 - iv. create the Frosh Handbook each fall with the assistance of the Vice Presidents of Social Affairs.

20. Responsibilities of the Professional Development Manager:

- a. The Professional Development Manager shall coordinate all Society activities associated with career advancement, to assist in the preparation of Society members for post-graduate work.
- b. The Professional Development Manager shall build and maintain long-term relationships and corporate partnerships between the Society and local industries.
- c. Specifically, the Professional Development Manager shall:

- i. oversee professional development programs, including but not limited to resume review programs, mock interviews, cover letter workshops, informational pamphlets, and job fairs,
- ii. create and make available resources for career development and preparation for undergraduate engineers,
- iii. communicate with industry through the preparation and forwarding of promotional materials relating to the operation of the Society,
- iv. coordinate corporate hosting including the organization of corporate information sessions and industry tours,
- v. promote interactions between students and industry on campus,
- vi. explore avenues of corporate sponsorship for the Society,
- vii. serve as a student member of the local chapters of Professional Engineers Ontario and the Ontario Society of Professional Engineers,
- viii. be a member of the Professional Development Conference Committee, and,
- ix. be responsible for the counting of cash inside the till at the end of each week.

21. Responsibilities of the Arts Coordinator:

- a. The Arts Coordinator shall be responsible for creating events and opportunities for engineering students to display their artistic abilities.
- b. The Arts Coordinator shall organize at least three events per year, with one event for each of the three arts: visual, dramatic, and musical.
- c. Specifically, the Arts Coordinator shall:
 - i. host visual arts events such as a photography contest, paint night, or lip sub,
 - ii. host dramatic arts events such as the engineering play and improv night,
 - iii. host musical arts events such as coffee house and lip dub, and,
 - iv. respond to e-mails sent to the arts@guelphengsoc.com e-mail address.

22. Responsibilities of the Chair:

- a. The Chair shall be responsible for chairing regular Society meetings.
- b. Specifically, the Chair shall:

- i. conduct all Regular Meetings of the Society following Robert's Rules of Order,
- ii. be responsible for the creation and dissemination of a weekly agenda for meetings of the Society,
- iii. preside over any Grievance Committee as chairperson,
- iv. ensure the suggestion box is checked regularly, raising any concerns to Council,
- v. assist the Vice President of Internal Affairs in the running of elections, and,
- vi. ensure the Constitution and Policy Manuals are followed at all meetings, bringing a copy of each document to each meeting for reference.

23. Responsibilities of the Secretary:

- a. The Secretary shall be responsible for producing and maintaining the records, correspondence, and meeting minutes of the Society.
- b. Specifically, the Secretary shall:
 - i. prepare neat and accurate minutes of weekly Council meetings, biweekly executive meetings, and semesterly Lab Fund meetings, and,
 - ii. distribute the meeting minutes within 48 hours of the end of a meeting, and,
 - iii. maintain a filing system and library of all Society-related documents.